

**VACANCIES ON CONTRACT BASIS**

**POST A. TRAINING OFFICER**

1. Air Conditioning and Refrigeration
2. Automotive Electricity and Electronics
3. Communication Skills
4. Electrical Installation Works
5. Mechanical Engineering

**QUALIFICATIONS**

- The Cambridge Higher School Certificate or the GCE “A” Level in 2 subjects or equivalent
- A degree in the relevant field from a recognised Institution or equivalent.

**DUTIES**

1. To provide relevant theoretical and practical training in his/her field of expertise.
2. To advise on matters connected with commercial/vocational/technical training at all levels and promote relevant activities.
3. To produce teaching aids for instructional purposes as required
4. To counsel trainees as and when required.
5. To take charge of work areas as assigned and be responsible for the maintenance and upkeep of all tools and equipment as well as safety precautions.
6. To participate in Trade Advisory Committee and other committees and take appropriate action.
7. To draw up programme for various types of institutions, training centres, firms and monitor as well as supervise the execution of such programmes and training projects.
8. To provide, maintain and disseminate up to date and reliable information on current trends in training at all levels.
9. To prepare and conduct examinations, trade and regulations concerning training in the commercial/vocational/technical fields.
10. To assist in the drafting of rules and regulations concerning training in the commercial/vocational/technical fields.
11. To supervise and advise on training curricula.
12. To perform other duties directly related to the main duties as listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their posting.

**NOTE 1**      The Training Officer will be expected to work outside normal working hours.

**SALARY :**      Salary will be in the range of Rs 25,525 – Rs 56,450 as per PRB Report 2016.

## **POST B. INSTRUCTOR**

1. Aluminium and UPVC Joinery
2. Electrical Installation Works
3. Masonry
4. Plumbing and Pipe Fitting
5. Restaurant and Bar Service
6. Welding & Metal Fabrication
7. Wood Trade

### **QUALIFICATIONS**

A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and a science or technical subject obtained at not more than two sittings **or**

(b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts and a science or technical subject obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

### **NOTE 1**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate **or** Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

C. A Certificate in the relevant field from a recognized institution.

### **OR**

Equivalent qualifications to “A”, “B” and “C” above acceptable to the Board.

### **NOTE 2**

In the absence of suitably qualified candidates consideration may be given to candidates who possess:

A. A Cambridge School Certificate **or** Passes at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board.

B. A Certificate in the relevant field from a recognized institution.

## **OR**

Equivalent qualifications to “A” and “B” above acceptable to the Board.

- C. At least five years’ post-qualification experience in the relevant field.

### **EXPERIENCE**

Practical teaching experience will be an advantage. Candidates should produce written evidence of experience claimed.

### **DUTIES**

1. To be responsible for the vocational training of fresher apprentices, unskilled workers and adult industrial workers in the relevant trades.
2. To assist in the laying out, installation, putting into operation and maintenance of equipment of a workshop/section, computing of lists of tools, equipment, raw materials and requisitioning same for conducting training and to render any other assistance as required.
3. To prepare and/or adapt training programmes, syllabi, tests, exams, standards and implement them for approval.
4. To prepare the written instructional materials and audio-visual aids and conduct demonstration and trade tests.
5. To give lessons, shop talks, demonstrations and conduct trade tests.
6. To ensure discipline among trainees and security measures in class/workshop.
7. To perform other duties directly related to the main duties as listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their posting.

### **NOTE 3**

The Instructor will be expected to work outside normal working hours.

### **SALARY**

Salary will be in the range of Rs 17,375 – Rs 34,350 as per PRB Report 2016.

For more details for the above posts, candidates are advised to consult the website of the MITD on the following address [www.mitd.mu](http://www.mitd.mu).

### **CLOSING DATE**

Duly filled-in application forms together with photocopies of all relevant certificates should reach the Director of the MITD, MITD House, Pont Fer, Phoenix not later than **Friday 28 December 2018.**

## **IMPORTANT**

- (a) The post applied for should be clearly marked on the top left hand corner on the envelope.
- (b) Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of the candidate.
- (c) Applications not made on the prescribed form will not be accepted.
- (d) Applications received after the closing date mentioned in the advertisement will not be accepted.

The Mauritius Institute of Training and Development reserves the right:

- (1) to convene only the best qualified candidates for interview; and
- (2) not to make any appointment as a result of this advertisement.

We regret that applications will not be acknowledged individually.

*Date: 13 December 2018*